



# Vacancy Announcement

## VACANCY ANNOUNCEMENT NUMBER: 87

The U.S. Embassy in Cairo is seeking an individual for the position of **Office Management Clerk** in the Cultural Office.

**OPEN TO:** All interested candidates.

**POSITION:** **Office Management Clerk** - LES-6<sup>(1)</sup>; FP-8<sup>(2)</sup>

**OPENING DATE:** September 2, 2014

**CLOSING DATE:** September 16, 2014

**WORK HOURS:** Full-time; 40 hours/week.

**SALARY:** (1) Mission Policy is to hire LES employees at step 1 of the grade. The current annual salary for an LES-6, step 1 is L.E. 52,777.

(2) Actual FP grade and salary will be determined by the US Department of State.

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION**

### **BASIC FUNCTION OF POSITION**

Incumbent serves as secretary to both the Assistant Cultural Affairs Officer (ACAO) for Programs and the ACAO for Exchanges. Provides administrative and logistical support for post's exchange, cultural, and speaker programs as well as support of the ACAO/Programs and ACAO/Exchanges communications with outside contacts and other PA and Mission sections. Provides administrative support to this officer regarding liaison with the Administrative Section in travel and accommodation requirements and travel and representational vouchers and claims. Provides administrative support to other officers and senior LES, as necessary. Uses word processor, spreadsheets, and scanning technologies to create program support materials, reports, and other communications as assigned by both of the ACAO's. Scans paper files into electronic folders and maintains electronic filing system for the section, facilitating continual transfer of paper files to computer and CD for longer-term storage. Shares responsibility with the secretary to the Cultural Affairs Officer (CAO) for telephone coverage of at least seven lines of the cultural section. Provides back up for CAO Secretary and other section secretaries as needed.

### **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school is required.
2. Four years experience in a bilingual secretarial or administrative position is required.

3. Level IV, fluent in written and oral English and Arabic is required.

## SELECTION PROCESS

### "Mission policy prohibits pre-selection of applicants."

Best qualified displaced/RIFed employees will receive priority *consideration* if no US Citizens, family members or veterans apply.

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## TO APPLY

**Interested applicants for this position must submit the following to be considered:**

1. Universal Application for Employment (UAE) DS-174 available on <http://egypt.usembassy.gov/hr.html>
2. Candidates must provide in the application (DS-174) names of family members working in the mission.
3. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application or the preference will not be applied
4. Optional: Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Candidates sending applications electronically will receive an automatic reply confirming that the application has been received.

## SUBMIT APPLICATION TO

Human Resources Office

Attention: Lamiaa Hafez or Cindy El Deib

U.S. Embassy, Cairo - 8, Kamal El Din Salah Street, Garden City

Email: [cairojobs@state.gov](mailto:cairojobs@state.gov)

**CLOSING DATE FOR THIS POSITION: September 16, 2014**

The US Mission in Cairo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital

status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.